

# **CITY OF MANCHESTER**

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

FAX: 603-628-6065

WEB SITE: [www.ManchesterNH.gov](http://www.ManchesterNH.gov)



## **ADMINISTRATIVE SERVICES MANAGER**

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(Announcement No. R-035-08)

Grade 16

Starting Pay: \$17.14 per hour – plus extensive benefits package  
40 hours per week - Monday through Friday

### **THE JOB:**

Provides administrative support within the area of fiscal administration and related functions in a City Department. Administers fiscal management functions within the Department, including overseeing expenditures and revenues, payroll processes, budget development and administration and related; and prepares specialized analytical reports relating to a core function of a Departmental operation for use in policy development and evaluation of existing programs and initiatives. Performs related duties.

### **MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Public Administration, Business Administration or a closely related field and 1-3 years experience in office management, accounting, financial administration and/or human resources operations; or any equivalent combination of experience or training.

**NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam.**

### **APPLICATION PROCEDURES:**

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at above address.

### **OPENING DATE:**

Wed., June 4, 2008 **CLOSING DATE:** Mon. June 16, 2008

### **OFFICE HOURS:**

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

**The City of Manchester is an  
Equal Employment Opportunity Employer  
\*\*\*PLEASE POST\*\*\***